Los Alamos
NATIONAL LABORATORY

memorandum

Science and Technology Base Programs
Education Program Office (STB/EPO)

To/MS: All Students
Thru/MS: Allen Hartford, DSTBP, M714
From/MS: Kurt Steinhaus, STB/EPO, M709
Phone/Fax: 7-8680/Fax 5-6871
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Student Transcript & Salary Review Process

This is the first of several communications you will be receiving about policy changes to be reflected in the Administrative Manual regarding the student transcript and salary review process. Changes will be made to better monitor student progress, eligibility, degree completion and salary accountability by HR-Staffing and STB-Education Program Office staff. The requirements and implementation process will be **rolled out over two years.**

Year One Fiscal Year 2003 (FY03)
1) All returning and year-round students are to submit an updated transcript by **February 18, 2003 to Cynthia Bustos, MS M709, fax 505-665-6871, phone 505-667-1919.**
2) Salary increases will be effective upon actual start date.
3) Students submitting late transcripts will not be eligible for retroactive salary increases.
4) Effective fall semester or quarter 2003, undergraduate students working during the academic year may not exceed 75% work time. (Students involved in special programs are excluded, e.g. Post Bac, Post Masters, GRA students working on a thesis, College Co-Operative Program, Electro-Mechanical Technology and Machinist Apprenticeship programs.) Exceptions to the work time or credit hour requirement will be addressed on an individual basis by the Student Program Advisory Committee and STB-EPO staff.

Year Two Fiscal Year 2004 (full policy implementation)
1) Continuing and year-round students are required to submit an updated transcript mid-February to verify good academic standing & cumulative credit hours completed and must maintain ¾ university course load enrollment status.
2) Salary increases will be effective upon actual start date
3) Exceptions to the work time or credit hour requirement will be addressed on an individual basis by the Student Program Advisory Committee and STB-EPO staff
4) Discipline for failure to comply will result in no pay increase and up to termination.
5) Transcript submittal after the start date will not be eligible for retroactive salary increases.

More information about the process will be forthcoming and can also be found on the Student web page: http://int.lanl.gov/worklife/students/, the Student News, Student Views newsletter, the Students' Association web page http://sa.lanl.gov. Mentors and division student liaisons will also be notified of the policy changes.

Please contact Mindy Mendez at 665-9466 (ajmendez@lanl.gov) or Carole Rutten at 665-5194 (crutten@lanl.gov) about this or any other student program questions that you may have.

KAS/CGR:clb

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